

PROCEDURE FOR CONTRACTING FOR THE RECRUITMENT
AND TRANSPORTATION OF AGRICULTURAL WORKERS

In order to provide additional labor needed to produce and harvest crops, especially sugar beets, procedures have been developed whereby the companies or individuals may expand their recruitment and transportation functions and receive reimbursement for such expansion through contracts executed with the Extension Services of the States in which such workers are to be employed.

Essential Elements of the Procedure

A. Contract between the Extension Service in State of need and the company (or individual) which provides that:

1. The company will recruit and transport from areas of supply to areas of employment not more than a specified number of workers and a specified number of accompanying family members (in addition to the stipulated number which the company will recruit at its own expense). Such recruitment will be done in areas and under conditions specified by the Extension Service in the State of supply and in compliance with the State laws of such State.

2. State Extension Service of the State of need will reimburse the company at a specified rate for each person transported for the cost of recruitment, transportation and subsistence enroute. Such contracts (EFL Form 31) require approval by the Deputy Director of Extension, U. S. Department of Agriculture.

B. List of workers recruited and transported under the contract, (EFL Form 32), which includes:

1. Consent of county agent where any worker on the list has resided in county of recruitment for one full year prior to recruitment and agricultural labor has been his principal occupation, or

2. Certification by county agent or other authorized Extension representative that all workers on the list either have not resided in county of recruitment for one full year prior to recruitment or agricultural labor has not been the principal occupation of such workers during such period.

3. Verification of arrival in area of employment by county agent or other authorized Extension representative.

4. Certification by appropriate officer of the company to the effect that company will collect none of the costs for which reimbursement is being made from employer(s), worker(s), or any other person(s).

C. Payment will be made by State Extension Service from Section 3 farm labor funds to the company upon presentation of bill with attached list of workers recruited and transported under the cooperative agreement.

Execution of Agreement (EFL Form 31) Between Extension Service, State of Need and Company.

Agreement (EFL Form 31) shall be prepared in quadruplicate. After signature by the State Director of Extension and the Cooperator, all four copies should be sent to the Deputy Director of Extension, U. S. Department of Agriculture, Washington 25, D. C., for his approval. Three approved copies will be returned

to the State Extension Service, who will forward one copy to the company. Very careful attention must be given to the number of workers specified in each contract. The number must not exceed the number of workers needed in addition to those available from local and migratory sources, plus those recruited by employers at their own expense, plus those available from other sources, such as foreign workers. Care should be taken to insure that as a result of this cooperative effort, there does not develop a surplus of labor in areas of need. In the initial contract a conservative estimate of needs should be made. If it develops later that labor available from other sources is less than anticipated and that additional labor is needed, another contract for such additional workers can be executed.

One rate of reimbursement shall be specified in the contract for each mode of transportation. The rate of reimbursement per person should be based upon the average cost of recruitment and upon the average cost of transportation and subsistence enroute between anticipated area of recruitment and area of employment. This will eliminate the necessity of calculating different rates of reimbursement for each group of workers transported.

Use of EFL Form 32, "List of Workers and Members of Their Families Transported."

The responsibility for determining the number of copies to be prepared, and procedure for execution and distribution of EFL Form 32 should be determined by each State Extension Service through consultation with each contracting company. The following procedure is suggested:

A. When workers are recruited four copies will be prepared for each group being transported. The company representative will obtain the signature and appropriate certification of the county agent or other authorized representative of the Extension Service of the State of supply.

B. One copy should be sent to the State Farm Labor Supervisor of the State of supply. Two copies should be sent to the company representative in State of need and one copy to State Farm Labor Supervisor in State of need.

C. Upon arrival of workers in first area of employment the representative of the company will contact county agent or other authorized Extension representative and secure his signature on EFL Form 32 as verification of the arrival of the workers.

D.. One copy of the completed form (EFL Form 32) should accompany the bill sent to the State Extension Service in State of need for payment.

Payment by State Extension Service, State of Need.

Payment will be made under existing State procedures. Each company should be instructed as to proper procedure in preparation and submission of claims for reimbursement. As bills are received, EFL Form 32 attached, should be checked against copies received when workers were recruited. A list of workers for which reimbursement is paid should be kept to insure that the number specified in the agreement is not exceeded.

